

CITY OF TITUSVILLE

BIRTHPLACE OF THE OIL INDUSTRY



COUNCIL PROCEEDINGS August 12, 2008

The regular meeting of Titusville City Council was called to order by Mayor Peden in the Conference Room at the Titusville Redevelopment Authority at 7:00 p.m. The invocation was given by Jackie Wagner. The Pledge of Allegiance was led by Mayor Peden. Present at the meeting were Mayor Dennis Peden, Councilmen John Frye, James Nystrom, Councilwomen Bonnie Hull and Esther Smith, Mary Ann Nau, City Manager. Mary Hill represented The Titusville Herald. Kerri and Scott Gross represented GBS.

It was moved by Mrs. Hull, seconded by Mr. Nystrom, and carried unanimously to adopt the meeting Agenda as prepared.

It was moved by Mr. Frye, seconded by Mrs. Smith, and carried unanimously to accept the minutes of the regular meeting of July 22, 2008 as submitted and place on file.

PUBLIC PARTICIPATION - Pertaining to agenda items - None.

MANAGER'S REPORT

- 1. Titusville Traffic Signal Replacement Project Progress on the traffic signal replacement project scheduled for September 2009 continues. Environmental assessment impact has been completed and filed with PennDOT.
- 2. Walking Tour- Phase II- The Committee is scheduled to meet to approve final edits to the brochure on August 19, 2008. Installation process has begun with completion by end of August for the Phase II signs. The grant deadline of June 30, 2008 has been extended which will permit Public Works to be reimbursed for materials and supplies for the installation. A ribbon cutting/grand opening will be planned.
- 3. Contract work- Shade tree removal and trimming contracts are being executed. Notice to proceed for roof rehab at Burgess Community Center is being handled by Dick Fox. Paving contracts have been executed and expected to start week of August 12, 2008. Sludge Hauling for the WWTP under new contract with Waste Management has begun.

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MANAGER'S REPORT - (Continued)

- Alternate Parking- As we continue to work on the concept of 4. alternate parking, a meeting was conducted with officials of Clarion Borough. The program they enforce involves restriction during December through April to facilitate snow As a follow-up, a meeting was conducted with our removal. Police Chief and Public Works Director regarding alternate parking and we reviewed the Clarion Borough program. We then compared it to see how we might need to modify for Titusville. Public Works Director said the streets traveling east and west here in Titusville are more of a problem than those traveling north and south in the City. Also, there are portions of Titusville where residents have driveways (off street parking) and noted some are not utilizing in bad weather which compounds the problem. Police Chief will be conducting an analysis of the parking habits over the next two weeks (during p.m. hours) in the City and identifying those areas where off street parking is used by residents vs. areas where resident rely on on-street parking. Randy will be working with Public Works employees to identify problem areas. The Police Chief and Randy will get together once they have gathered their information. In our discussions, we have identified other problem areas that need attention regardless, such as two way streets which currently are not wide enough to permit two cars to pass but have parking on both sides (i.e. W. Bloss); South Perry Street hill where residents on west side have driveways and yet parking is occurring on both sides which bottle necks two way traffic; and First Street from W. Oak to Main should be made one-way as parking is needed and two cars can not pass.
- 5. 2007 City Audit- The City Auditors provided a written letter as follow-up to their presentation at the work session of August 5, 2008 and it is attached for your use.
- 6. Trees in the Downtown- As a cooperative effort with the Shade Tree Commission to improve the appearance of the downtown for the upcoming events (Sidewalk Days, Oil Festival) volunteers placed mulch around the trees in the downtown.
- 7. Farley's Industrial Laundry- City of Titusville has renewed the Non-Domestic Wastewater Discharge Permit 03-C, applicable to ITU, Inc./Farley's Industrial Services. The renewal permit is being issued as part of the City's ongoing implementation of its Industrial Pretreatment Program. The permit has been revised based on information submitted to the City by ITU/Farley's on self-monitoring reports and on the Industrial Sewer Use Questionnaire dated May 9, 2008.

MANAGER'S REPORT - (Continued)

- 8. Street lights- The Police Department is conducting their annual assessment of street lights and reporting those which currently are not in working order. However, citizens are urged to continue to report lights that are not working by calling the City Manager's Office or the Public Works office to report. The pole number will be needed as it is faxed to Penelec for their attention. Annual cost for street lighting is around \$70,000 and since the lights are not separately metered, we are charged whether they are working or not. Once we turn into Penelec, we receive a confirmation and a date of when we can expect to see the repair.
- 9. Quarterly Pre-treatment Report- The intent is to provide a quarterly report to the PA Department of Environmental Protection on the compliance status of the industrial users of the City's sewer system. This submission addresses the 2nd. Quarter 2008, during the six-month reporting period from January through June 2008. The City no longer must report to EPA directly as Consent Order and Agreement has been satisfied and the City remains in compliance.
- 10. Tri-County- In an effort to help cut costs for the City's refuse hauler due to the escalating fuel costs, all Friday customers were notified via mail from the City and tag on their cans of a new day (Monday-Thursday). Approximately 315 City route customers were involved in the notification. A new performance bond for the Company has been received from the Company. They have been notified of a resident's complaint that they are starting their pick-up in residential areas to early.
- 11. Titusville Housing Authority- A thank you letter has been sent acknowledging the 2008 PILOT payment received in the amount of \$17,916.58.

It was moved by Mrs. Hull, seconded by Mr. Nystrom, and carried unanimously to accept the Manager's Report as submitted and place on file.

OPERATIONAL REPORTS - It was moved by Mrs. Hull, seconded by Mrs. Smith, and carried unanimously to accept the Operational Reports (Police, Fire, Public Works, Building Inspector, Finance) for the month of July, and the Treasurer's Report for the month of July and place on file.

MINUTES OF BOARDS AND COMMITTEES - It was moved by Mr. Frye, seconded by Mrs. Smith, and carried unanimously to accept the minutes of the Benson Memorial Library dated 6/17/08; CHIC Steering Committee dated 5/22/08; Police Pension Board dated 1/31/08; Firemen Pension Board dated 1/29/08 and 5/15/08 and place on file.

BILL LISTING - It was moved by Mrs. Hull, seconded by Mr. Frye, and carried unanimously to ratify the bill listing warrants dated 7/25/08, and 8/1/08. It was moved by Mr. Frye, seconded by Mrs. Hull, to approve the bill listing warrant dated 8/13/08. Vote on the motion was: Mayor Peden, Mr. Frye, Mrs. Hull, Mrs. Smith - yes; Mr. Nystrom - no.

OLD BUSINESS

REVIEW PROPOSED ZONING ORDINANCE

Mrs. Carter stated that Tom Graney could address zoning issues at the Public Hearing and suggested they get a date to him for the hearing to make sure he is available. Mrs. Carter stated the only other item she had was to see if they could get a definition for swimming pool and the fencing issue. Mr. Frye asked Mr. Lorenz if there was anything he would recommend be changed. Mr. Lorenz stated that he gave his comments to Mr. Winkler for his review.

NEW BUSINESS

ACCEPT RESIGNATION FROM PLANNING COMMISSION - It was moved by Mr. Nystrom, seconded by Mr. Frye, and carried unanimously to accept the resignation of Joseph Barnhart from the Planning Commission.

RATIFICATION OF SECTION 4(F) COORDINATION RE: TRAFFIC SIGNAL IMPROVEMENT PROJECT - It was moved by Mr. Frye, seconded by Mrs. Smith, and carried unanimously to ratify PennDOT Nationwide /Programmatic Section 4(f) regarding the Traffic Signal Improvement Project.

RECOMMENDATION RE: WARD ASSESSORS - It was moved by Mrs. Hull, seconded by Mr. Nystrom, and carried unanimously to recommend to the County Commissioners the appointment of Mark Schulz, 408 N. Monroe Street, as ward assessor for Ward 1 and Ward 2.

It was moved by Mr. Frye, seconded by Mrs. Hull, and carried unanimously to recommend to the County Commissioners the appointment of Mary Gaiser, 617 Superior Street, as ward assessor for Ward 4.

It was moved by Mr. Frye, seconded by Mrs. Smith, and carried unanimously to recommend to the County Commissioners the appointment of John Toriski, 11 S. Dillon Drive as ward assessor for Ward 5.

AUTHORIZE CITY MANAGER TO FORWARD LETTER OF AUTHORIZATION TO PENELEC - It was moved by Mr. Nystrom, seconded by Mrs. Hull, and carried unanimously to authorize the City Manager to forward a letter of authorization to Penelec for installation of light fixture on pole located at N. Monroe Street near the entrance of the Hospital Emergency Room.

RESOLUTION NO. 20 OF 2008 - A Resolution of the City Council of the City of Titusville, Crawford County, Pennsylvania, Whereas, the Titusville Renaissance, Inc. has applied for funding through the Growing Greener II County Environmental Initiative Program for financial aid in Titusville's downtown revitalization efforts in preparation for the upcoming Oil 150 celebration; and Whereas, the Crawford County Commissioners, under the protocol set up by the Crawford County Planning Commission, found that the application met set requirements thus approved funding in the amount of \$37,500 and forwarded the request on to the appropriate State agencies; and Whereas the Department of Community and Economic Development request submittal of a second application along with assurance that the grant monies would be spent according to program regulation with the understanding that all inappropriately spent funds would be reimbursed to the State. It was moved by Mrs. Hull, seconded by Mr. Nystrom, and carried unanimously to adopt Resolution No. 20 of 2008.

Mrs. Carter stated that TRI put in three applications. The first is the matching funds against the street light project - protective decorative collar bases, historic style light fixtures similar to Perry Street. The match against the CDBG amount of \$37,500 is \$37,500. These Resolutions are required for Harrisburg to approve release of these funds. It states that inappropriately spent funds would be reimbursed to the State. Mrs. Carter stated that TRA will be administering this project.

RESOLUTION NO. 21 OF 2008 - A Resolution of the City Council of the City of Titusville, Crawford County, Pennsylvania, Whereas, the Titusville Renaissance, Inc. has applied for funding through the Growing Greener II County Environmental Initiative Program for financial aid in Titusville's downtown revitalization efforts in preparation for the upcoming Oil 150 celebration; and Whereas, the Crawford County Commissioners, under the protocol set up by the Crawford County Planning Commission, found that the application met set requirements thus approved funding in the amount of \$29,876 and forwarded the request on to the appropriate State agencies; and Whereas the Department of Community and Economic Development request submittal of a second application along with assurance that the grant monies would be spent according to program regulation with the understanding that all inappropriately spent funds would be reimbursed to the State.

It was moved by Mrs. Hull, seconded by Mrs. Smith, and carried unanimously to adopt Resolution No. 21 of 2008.

Mrs. Carter stated that they asked for \$73,700 for the fountain improvement projects and the County recommended roughly half that amount for the restoration of the Drake fountain in Scheide Park and the purchase and placement of trash/recycling receptacles in the downtown. Mrs. Carter stated that TRI will be administering this project.

PUBLIC PARTICIPATION

Mrs. Carter asked if they can please look at putting in some kind of a program for anti-skid removal in the Spring including education. Mrs. Carter asked if they could ask Penelec what has to be done to get rid of the chunk of pole hanging off of a pole in front of Day's at the corner of Franklin and Mechanic Street. Mrs. Carter commented that the Transportation Committee was asking if the City could enter into a sharing program with Oil Creek and Cherrytree for their asphalt equipment. Regarding the traffic light upgrade, Mrs. Carter inquired if the opportunity arises can they seize the opportunity to bury lines. Mrs. Carter also recommended discussion not only with Council but other entities involved in community festivals to see if there are ways to improve.

Mr. Don Frazier stated that he saw in the paper with great disappointment the possibility of the Odd Fellows Building being raised. Mr. Frazier stated he is sorry to see that go.

COMMENTS BY MAYOR AND/OR COUNCIL

Mrs. Hull reported that the Gateway Project is getting underway and they are planning a ribbon cutting for Wednesday, August 27, 2008, at 10:30 a.m.

Mr. Nystrom said he would like to comment on Leah's comment about the festival stating there will have to be some serious work done on it and it needs to be done now if they are going to have anything next year for the 150th. celebration.

Mayor Peden reviewed the priority list and asked to have discussion regarding business licenses, mechanical devices; how to handle leaf removal and utilizing alternate parking or not; update on Key 93; invitation to Chairman of Take Pride Committee asking they meet with Council to discuss possibility to help with park clean up more than what they do. Mayor Peden asked for an update on where they stand with the Employee handbook. Mayor Peden also stated he would like to start up a Mayor's Committee on Housing and Blight. Mayor Peden stated he would like the Building Inspector/Zoning Officer to sit on that Committee and anybody in the community who would like to volunteer. Mayor Peden stated eventually he would like to see this involve the Redevelopment Authority, School District, and private financing. Mayor Peden stated he would like one other member of Council to sit on it.

It was moved by Mr. Nystrom, seconded by Mrs. Smith, and carried unanimously to adjourn the meeting to a legal and personnel session followed by adjournment. Meeting adjourned at 7:59~p.m.

Suzanne Birtciel Recording Secretary